

## **Frequently Asked Questions (FAQs) Associated with the State Travel Regulation**

**Question:** In Rule 2 of the regulation, within the topic “Transportation”, the following excerpt is stated in paragraph three; “**The minimum miles traveled per day to be eligible to collect a night’s lodging must be 400**”. Please clarify the intent of this statement and describe what effect, if any, it has on in-state travel or overnight trips less than 400 miles from an employee’s “official station”.

**Answer:** The requirement to travel a minimum of 400 miles daily has no effect on in-state travel nor does it affect travel outside the state where the destination is less than 400 miles from the employee’s “official station”. The requirement applies to trips where the destination is 400 miles or more from the “official station”. It addresses the period of time the employee(s) spends “en-route” or in “travel status” reaching the destination.

In the previous travel regulation, the subject was covered in the “Out-of State” section of the regulation, and the daily requirement for travel distance was 375 miles. The purpose of the provision is to prohibit excessive meals and lodging costs and lost employee productivity in those cases where an employee chooses to drive a vehicle rather than utilize air travel.